DOCUMENT RESUME

ED 213 457 JC 820 064

AUTHOR Curtin, Bernadette M.; Hecklinger, Fred
TITLE The Career Life Assessment Skills Series (C.L.A.S.S.): A Program to Meet Adult Development Needs. Final Report
INSTITUTION Northern Virginia Community Coll., Alexandria.
SPONS AGENCY Virginia State Dept. of Education, Richmond.
PUB DATE Jun 81
NOTE 67p.; Conducted as part of the Vocational Guidance and Counseling Project under the Vocational Education Amendments of 1976. For related documents, see ED 212 337 and JC 820 048-052.

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Adult Development; *Adult Education; Adult Programs; Career Choice; Career Development; *Career Guidance; Community Colleges; *Outreach Programs; Program Descriptions; Program Development; Program Evaluation; Publicity; Staff Development; Two Year Colleges; Workshops

ABSTRACT

The Career Life Assessment Skills Series (CLASS) project was designed to increase the career, self-assessment, and counseling programs available to adults in the Northern Virginia area. Workshops, audiovisual materials, and booklets were developed by Northern Virginia Community College (NVCC) on the following eight topics considered necessary for the fulfillment of the vocational and educational needs of area adults: your unique self, job market investigation, job campaign strategies, job keeping and revitalization, the federal employment process, academic survival skills, mid-life and career transitions, and pre-retirement planning. This project report begins by describing the goals and design of CLASS and the adult population at which the project was targeted. Next, a chronological time schedule covering August 1980 through June 1981 outlines the CLASS activities. The results and accomplishments of the project are then delineated in the areas of fall, winter, and spring 1980-81 workshops; the development of booklets and audiovisual materials; acquisition of written materials; publicity; professional development opportunities; travel and outreach; and project evaluation. The final section presents conclusions, implications, and recommendations. Extensive appendices contain publicity fliers, resource lists for the eight workshop and booklet topics, a news release, a guide to resources at NVCC's Career Center, and a workshop evaluation form. (KL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED213457

FINAL REPORT

THE CAREER LIFE ASSESSMENT SKILLS SERIES (C.L.A.S.S.): A Program to Meet Adult Development Needs

Vocational Guidance and Counseling Project

Conducted Under

Vocational Education Admendents of 1976
Public Law 94-482

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Fred J. Hecklinger
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☒ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

Bernadette M. Curtin
Fred Hecklinger
Project Directors

Northern Virginia Community College
3001 North Beauregard Street
Alexandria, Virginia 22311

June 1981

JC820064

FINAL REPORT

The Career Life Assessment Skills Series (C.L.A.S.S.): A Program to Meet Adult Development Needs

Vocational Guidance and Counseling Project

Conducted Under

Vocational Education Admendents of 1976
Public Law 94-482

Bernadette M. Curtin
Fred Hecklinger
Project Directors

Northern Virginia Community College
3001 North Beauregard Street
Alexandria, Virginia 22311

June 1981

This project was conducted in accordance with a contract with Virginia Department of Education, Division of Vocational Education. Contractors undertaking projects under such sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Virginia Department of Education position or policy.

TABLE OF CONTENTS

I. Abstract Pages 1 - 2

II. Body of the Report Pages 3 - 13

Appendix A - C.L.A.S.S. Schedule

Fall Quarter
Winter Quarter
Spring Quarter

Appendix B - Bibliography of Books

Appendix C - Press Release of C.L.A.S.S.

Appendix D - Guide to Career Information & Transfer

Appendix E - Evaluation for C.L.A.S.S. Participants

Appendix F - Professional Development Opportunities

Appendix G - C.L.A.S.S. Brochure

ABSTRACT

Title: "The Career Life Assessment Skills Series (C.L.A.S.S.): A Program to Meet Adult Development Needs"

Time Period: August 1, 1981 - May 31, 1982

Goals and Objectives of the Project:

1. To develop and offer a series of workshops on eight topics important to the vocational/educational needs of adults. They are:
   - Your Unique Self
   - Job Market Investigation
   - Job Campaign Strategies
   - Job Keeping and Revitalization
   - The Federal Employment Process
   - Academic Survival Skills
   - Mid-Life and Career Transitions
   - Pre-Retirement Planning
2. To develop woekbooks on each topic and to supplement these workbooks with audio-visual materials.
3. To obtain reference materials to support the C.L.A.S.S. program.
4. To use C.L.A.S.S. in conjunction with current orientation courses and other classes whenever appropriate.
5. To advertise C.L.A.S.S. to the community and whenever possible offer C.L.A.S.S. at off-campus locations.
6. To integrate C.L.A.S.S. as a self-sustaining part of life/career planning services at the Alexandria Campus.

Procedures Followed:

1. Obtain and/or develop appropriate audio-visual materials for the eight areas of C.L.A.S.S.
2. C.L.A.S.S. will be offered on the Alexandria Campus at least twice each quarter--during the day and the evening hours.
3. Develop self-instructional workbooks for the eight topics.
4. Publicize C.L.A.S.S. throughout the campus, N.V.C.C., and the community to encourage maximum use.
5. Integrate C.L.A.S.S. into our life/career planning services.
6. Serve as a life/career planning model for adults in the Community College setting.

Results Accomplished:

1. Have obtained audio-visual material to support eight areas of C.L.A.S.S.
2. C.L.A.S.S. was offered at least twice during the fall quarter, winter quarter, and spring quarter during the day and evening hours.
3. Have developed self-instructional workbooks.
4. Have publicized C.L.A.S.S. throughout the campus, N.V.C.C., and the community.
5. Have integrated C.L.A.S.S. into our life/career planning services.
6. C.L.A.S.S. is serving as a Career Planning model for adults in the Community College setting.

Conclusions and Recommendations:

1. Continue to offer C.L.A.S.S. at N.V.C.C. twice a quarter during the day and evening hours.
2. Offer C.L.A.S.S. workshops in the community where needed and requested.
3. Extend C.L.A.S.S. to the faculty of N.V.C.C. for training purposes.
4. Publicize more widely C.L.A.S.S. offerings in the community and throughout N.V.C.C.
5. Attend more professional conferences to discuss and present the benefits of C.L.A.S.S. for possible adaptation to different settings.

BODY OF THE REPORT

Project: Career Life Assessment Skills Series (C.L.A.S.S.): A Program to Meet Adult Development Needs

Problem Area: This project was designed to increase the career and self-assessment and counseling programs available to adults in the Northern Virginia area. Workshops, audio-visuals, and self-instructional booklets were used to deliver special assistance to the adult population. This project increases our services to adults by being flexible, timely, comprehensive, and available.

Goals and Objectives of the Project:

1. To develop, advertise and offer a series of workshops on eight topics necessary for the fulfillment of the vocational and educational needs of adults. These topics are:

   -- Your Unique Self
   -- Job Market Investigation
   -- Job Campaign Strategies
   -- Job Keeping and Revitalization
   -- The Federal Employment Process
   -- Academic Survival Skills
   -- Mid-Life and Career Transitions
   -- Pre-Retirement Planning

2. To develop a workbook on each of the above topics that can be used in conjunction with the workshops or which can be used independently by adults.

3. To supplement these workbooks with audio-visual materials that can be used in conjunction with the workshops or which can be used independently by adults. Existing audio-visual materials will be used whenever possible. When appropriate audio-visual materials are not available, they will be developed by the project staff.

4. To obtain reference materials to support the C.L.A.S.S. program that can be used by adults who have taken the workshops or who are exploring these topics independently. These materials will be available in the career information center of the campus library, adjacent to the counseling services. They will be evaluated for sex and age bias before inclusion as resource materials.

5. To inform faculty of the availability of materials on these eight topics so that when appropriate some of these materials may be incorporated into existing classes.

6. To use these workshops and materials in conjunction with the current campus orientation courses by incorporating attendance at workshops or completion of self-study units into some of the orientation course requirements.

7. To advertise to the community the availability of the workshops and materials, which will be referred to as the Career Life Assessment Skills Series (C.L.A.S.S.). If requested, one or more of these workshops will be offered at off-campus locations.

8. To develop this series in such a way as to be self-sustaining after the termination of the grant. The grant will provide "start up" funds for materials, training and development, but the program is intended to be ongoing and to become an integral part of the campus life/career planning offerings.

Description of General Project:

1. Project Design

The co-directors of C.L.A.S.S. assumed the major responsibility for writing the booklets for seven of the topic areas. Marilyn Tucker, a career planning counselor on the Alexandria Campus, wrote and compiled the eighth booklet on the Pre-Retirement Planning.

The co-project directors also previewed and selected the audio-visual material to accompany each of the eight areas. A video tape on the Federal Employment Process was developed by one of the project directors and Mr. Jim Hawkins, President of Federal Systems, Inc. These audio-visual materials support the eight areas of C.L.A.S.S. and will be used:

-- in the C.L.A.S.S. workshops
-- in the career courses such as Psych 119 and Genl 100
-- in faculty classes as support material
-- in the community as motivational information
-- in the co-project director's presentations about the C.L.A.S.S. series and the Vocational Guidance Grant.

These audio-visual materials consist of slide-tape presentations, video tapes, and 16mm films. The co-directors have drawn on their expertise in the life/career planning process from teaching, leading workshops, and professional presentations in selecting these materials.

The C.L.A.S.S. workshops were offered twice each quarter in the day and the evening hours. The workshops were conducted by the co-project directors and other counselors on our staff.

Our educational/instructional assistant, who is Ms. Hight, has expertise in material selection and purchasing skills. Ms. Hight screened the materials for age and sex bias.

A professional opportunities program was developed to train staff members on the topics of job revitalization/burn-out and adults in transition.

Publicity for the C.L.A.S.S. offerings was handled by our Information Officer on the Alexandria Campus and one of the co-project directors. A variety of media was covered to ensure community and college participation.

Faculty at the Alexandria Campus often request counselors to offer seminars in their classes. Therefore, the precedent for the C.L.A.S.S. program to serve these needs has already been established.

One of the major commitments of the Counseling Services at the Alexandria Campus is to life/career planning programs, so that staff support for this project is a given. The flexibility and availability of C.L.A.S.S. enhanced and added a new deminsion to our counseling services and our career development program.

2. Target Population

C.L.A.S.S. was offered at the Alexandria Campus of Northern Virginia Community College. The workshops were offered during the day and the evening in order to make them accessible to a variety of individuals. The self-instructional workbooks, audio-visual aids and supportive reference materials are available for use daily from 8:30 a.m. to 10:30 p.m. at the Counseling Service which is inside the Learning Resources Center. The workshops and self-instructional materials are available to students and to members of the community. Their availability is advertised throughout the community and there is no charge to the participants.

Since the Alexandria Campus has over 10,000 students and the average age of those students approaches 29 years, there already exists a significant adult population at the campus. However, C.L.A.S.S. will be advertised with the intent of making its availability know to a large number of adults. The number served by each workshop is flexible, with a maximum of 50. The potential number served by the self-instructional materials is unlimited. When a group of adults desires one or more of the C.L.A.S.S. workshops to be presented at their work or community location, it will be done.

In summary, the target population is adult community in Northern Virginia, with special focus on Arlington, Alexandria, and Eastern Fairfax County. The adult population is rapidly expanding in this area and this population is very vocational-minded, with most adults holding (or planning to hold) full time employment. Based on problems presented by individual adults who come to the counseling service, issues regarding career choice, career change, and mid-life transition are of major importance to a large number of adults in the community.

3. Chronological Time Schedules

The time schedule provided for the phasing in of offerings are appropriate to the time required for development. Those offerings provided early in the grant period will be those with which the project directors have had the most experience. Offerings requiring more development and training time were provided later during the year.

The time schedule is as follows:

August 1980-September 1980 - Initial planning and materials development will take place. Screening of existing audio-visual materials will begin. Reference materials will be purchased and appropriate training will be arranged.

October 1980-December 1980 - Workshops on the following topics will be presented and publicized throughout the campus and the community.

1. Your Unique Self
2. Job Market Investigation
3. Job Campaign Strategies
4. Job Keeping and Revitalization
5. The Federal Employment Process

Workshops on each of the five topics will be offered at least once during the day and once during the evening. More will be offered if the demand warrants it.

Development of self-instructional workbooks for topics 1-5 will take place. Supporting audio-visual materials for these topics will be purchased or developed. Initial planning and training for the following topics will take place.

6. Academic Survival Skills
7. Mid-Life and Career Transitions
8. Pre-Retirement Planning

January 1981-March 1981 - Workshops on all topics (1-8) will be offered at least once during the day and once during the evening. Self-instructional workbooks and audio-visual materials will be available on topics 1-5. These will be used in conjunction with the workshops, as referrals by counselors, in presentations within the community, and their availability will be made known to faculty for possible inclusion in existing courses. Most of the reference materials will have been purchased and will be available for use. The series of workshops and the availability of the self-instructional materials will be publicized throughout the community.

Self-instructional workbooks for topics 6-8 will be developed. Supporting audio-visual materials on these topics will be either purchased or developed, depending on the availability of appropriate materials.

April 1981-May 1981 - Workshops on all topics (1-8) will be offered at least once during the day and once during the evening. Self-instructional workbooks and supporting audio-visual materials will be available for all topics and will be used in conjunction with the workshops, as referrals by counselors, within the community, and will be made available to faculty. Publicity on the entire C.L.A.S.S. series of workshops and self-instructional materials will be distributed throughout the community.

June 1981 - After the grant is completed, the C.L.A.S.S. series will continue to be offered and will provide a valuable addition to the campus life/career planning programs.

4. Data Collection

Other than for evaluation, the primary data collection needs will be in the search for appropriate reference and audio-visual materials. This was done early in the grant period by the co-directors and by the campus educational and occupational information specialist.

Results and Accomplishments:

C.L.A.S.S. workshops were offered both day and evening hours during the fall, winter, and spring quarters. These workshops served a variety of adult groups which include other N.V.C.C. campuses, re-entry women, retirees, ex-offenders, and students. The attendance at each of these workshops ranged from four to twenty-six participants with the average amount being fifteen attendees. Participants of the fall, winter, and sping C.L.A.S.S. workshops completed an evaluation form, a sample of this form is in the appendix for review. Some representative comments found in the evaluation are as follows:

"More, much more time needed for so much interesting materials."

"Very informative sources are presented for further independent use."

"Read the books listed."

"Practise or try to use the material on my present job - handle stress."

"Complete the workbook."

"When I go to work tomorrow, pretend it is a "new" job. I've been getting careless."

"Allow no one but Dr. Hecklinger to give this workshop."

"Wish there was more time."

"The booklets were helpful - will follow-up with these."

"Re-evaluate life - think about goals."

"Have people speak in different professions."

"I will expect a career change to take longer than expected."

"I liked it. It was well organized. Keep it up!"

"Allow more time - 2 hours."

"If I can plan my retirement, maybe I can plan some of my life prior to retirement."

It is from these and other comments that we are formulating next year's workshops for C.L.A.S.S.

Booklets:

All eight booklets have been developed for C.L.A.S.S. and were printed by Blue Ridge Litho in Lynchburg, Virginia. One thousand of the following booklets are now on hand:

Booklet I - Your Unique Self
Booklet II - Job Market Investigation
Booklet III - Job Campaign Strategies
Booklet Iv - Federal Employment Process
Booklet V - Academic Survival Skills
Booklet VI - Mid-Life and Career Transitions
Booklet VII - Job-Keeping and Revitalization

Seven hundred copies of Booklet VIII - Pre-Retirement Planning were purchased due to the ninety page length of this workbook. A set of booklets are enclosed for review.

Audio-Visual Material:

The audio-visual materials purchased or produced to support each of the eight areas are as follows:

Session One:
Your Unique Self

"Voyage - Introduction"
Coast Telecourses, Coast Community College
One half-hour videotape.

Session Two:
Job Market Investigation

"Jobs for the 80's—
Where the Opportunities Are"
Guidance Associates

Six filmstrips and cassettes.

Session Three:
Job Campaign Strategies

"Succeeding in the World of Work—Locating and Applying for a Job"
McKnight Publishing Co.

One filmstrip and cassette.

Session Four:
Federal Employment Process

"Federal Job Process"
N.V.C C. Alexandria Audio-Visual Services

Two video cassettes.

Session Five:
Academic Survival Skills

"How to Be a Better Student"
Guidance Associates

Two filmstrips and cassettes.

Session Six:
Mid-Life and Career Transitions

"Mid-Life Career Change—
Career Choice: A Life Long Process"
Guidance Associates

Two filmstrips and cassettes.

Session Seven:
Job-Keeping and Revitalization

"Succeeding in the World of Work: Your Progress on the Job"
McKnight Publishing Co.

One filmstrip and cassette.

Session Eight:
Pre-Retirement Planning

"A Week Full of Saturdays"
Alternate Choice, Inc.

One 16mm filmstrip.

"Ready or Not: Finances"
Manpower Education Institute

One 16mm filmstrip and half-hour video cassette.

Acquisitions:

This grant has greatly increased our selection of written materials. Ms. Adele Hight, our Information Specialist, asked all the counselors on our staff for their input on material selection. She coordinated acquisitions with our library and media processing service. This cooperative effort lead to our increasing our materials by more than 400 publications. These publications have been broken down into bibliographies for each of the eight C.L.A.S.S. topics and are listed in each C.L.A.S.S. booklet for participant's usage. A list of these materials can also be found in the appendix of this report.

In addition to purchasing these materials, our Career Corner has been rearranged and upgraded to positively display our new acquisitions, new bookshelves, seating area, and display shelves were part of the Alexandria Campus remodeling effort. A "Guide to Career Information" and "Guide to Transfer Information" sheets were developed by Ms. Adele Hight to encourage adults to find career and transfer materials quickly and easily. Copies of these can also be found in the appendix.

Publicity:

The fliers used to publicize C.L.A.S.S. for all three quarters are also included in the appendixes. The publicity route consisted of the following places receiving our fliers each quarter:

-- Alexandria libraries

-- Arlington libraries

-- Alexandria "Y"

-- Arlington Y.M.C.A.

-- N.V.C.C. Ex-Offender Program

-- N.V.C.C. Counseling Centers at:

Annandale
Loudoun
Manassas
Woodbridge

-- Virginia Employment Commissions in:

Falls Church
Alexandria

-- Faculty at N.V.C.C., Alexandria Campus

-- Orientation students at N.V.C.C., Alexandria Campus

-- Students at N.V.C.C., Alexandria Campus

-- Community members who requested

-- Placed in weekly student newsletter "Doings"

In addition to distributing fliers, our Information Officer on the Alexandria Campus had announcements placed in local newspapers, local public service radio stations, inter-campus newspaper "Intercom". A press release done for the Alexandria Port Packet can be found in the appendix.

Professional Development Opportunities:

In addition to all of the above, we were able to sponsor a college-wide Professional Development Opportunities Program with grant funds. The topics and lecturers chosen are as follows:

1. Turning Job Burn-Out into Self-Renewal
   By: Suzanne Howard on April 29th

2. Transitions in Adult Life
   By: Nancy Schlossberg on May 13th

Both lectures were taped on video-cassettes and were well received and attended by members of other campuses as well as our own campus. The flier describing these events has also been placed in the appendix for review.

Travel and Outreach:

The project directors were able to attend and present the C.L.A.S.S. project to several professional groups. Virginia College Placement Association, Virginia Personnel and Guidance Association (now Virginia Counselors Association) and Virginia's Exemplary Vocational Guidance Programs to name three. In addition, copies of the booklets have been distributed to each counselor and presentations have been made by the project directors to each of the five N.V.C.C. counseling centers. Each department chairperson on the Alexandria Campus and the deans from the five campuses have received copies of the C.L.A.S.S. booklets. A mailing list is underway now to send a set of booklets to each counseling center at the V.C.C.S. and to each participant from presentations the project directors have made in the state. In addition, booklets have been forwarded to community agencies, such as, V.E.C.s, Alexandria and Arlington libraries, N.V.C.C.'s Ex-Offender Program, Alexandria "Y", Arlington Y.M.C.A., and Alexandria Women's Commission for their use.

Flier:

An attractive flier describing the C.L.A.S.S. program was also produced with funds provided by this grant. This flier was designed to attract the community, businesses, and college populations to C.L.A.S.S. and is enclosed along with each set of booklets. This brochure can be found in the appendix.

Evaluation of the Project:

Evaluation of each C.L.A.S.S. workshop was accomplished throughout all three quarters. Feedback was encouraged and solicited concerning each of the booklets and the workshops. It is from these evaluations that the project directors are planning for the next academic year.

The need for a comprehensive evaluation of our Career Planning Program prompted the writing of our 1981-82 Vocational Guidance Grant. A more formal, standardized method will be followed next year in accordance with our funding. These results should provide greater insight into the needs of the community, N.V.C.C., and our counseling service.

Conclusions, Implications, and Recommendations for the Future:

The President of N.V.C.C., Dr. Richard Ernst, has explained our financial position as follows—we will have to do more with less. We see the C.L.A.S.S. project as achieving in part that goal. The group workshop approach and the availability of the self-instructional materials are two ways C.L.A.S.S. can assist in our budget constraints plus achieve our goals of assisting adults effectively in the Northern Virginia area. This ongoing project will have a serious impact on our Counseling Service and the community at large. The C.L.A.S.S. workshops will continue to be offered at least twice each quarter except summer indefinitely.

The inclusion of C.L.A.S.S. into our life/career planning program has been total and is considered an integral part of the Alexandria Counseling Service. This service is becoming better known and due to Washington's employment climate, we predict greater community participation and demand in the coming years. It is in anticipation of this demand that we can plan, budget, and staff appropriately.

During the next academic year, we will be training and involving more counselors and faculty to lead C.L.A.S.S. workshops. Consultations will be scheduled with a variety of college populations being invited including, students, faculty, administrators, and counselors.

This effort will be conducted on campus and college levels. The interest for C.L.A.S.S. has been building since the finished product, the C.L.A.S.S. booklets, were delivered and distributed.

On a community level, the project directors are scheduling conferences throughout the next year with business, school, and agency representatives to encourage their participation in C.L.A.S.S. and our entire life/career program. This will be done in conjunction with our 1981-82 Vocational Guidance Grant.

The publicity for C.L.A.S.S. will continue — college-wide and community-wide — in order to include every segment of the population. Since the publicity of C.L.A.S.S. will be expanded and the need for C.L.A.S.S. will also be expanding according to our predictions, we may experience overcrowded workshops. If this situation presents itself, we are prepared to offer two sections of the C.L.A.S.S. workshops to encourage interaction and rapport amongst participants.

Instructor's guides are being prepared to accompany each of the eight C.L.A.S.S. booklets to facilitate involvement of faculty and counselors. These will be made available to community members who wish to lead workshops as well.

In addition, the project directors intend to promote the C.L.A.S.S. concept of service delivery to more professional conferences in the next year. One being planned is the Virginia Counselors Association in November 1981.

In conclusion, the project directors are extremely pleased with the results of our Vocational Guidance Grant. We feel that we have used our funds to build the life/career planning area, which is of vital importance to individuals, the College, and the community. Writing the booklets gave us the opportunity to grow professionally and made use of some dormant skills. In addition, the Grant gave other members of our staff opportunities to expand their talents. Our receptionist dreamed up and drew the cartoons. Our head secretary edited all our materials. Presenting the C.L.A.S.S. workshops involves about three other counselors, which helped them to improve their communication and teaching skills. The cooperative effort of all of these and more offices was quite remarkable and gratifying. We are delighted to have received another Vocational Guidance Grant for 1981-82 on improving our delivery of services in the life/career areas. We are sure that next year's grant will be as rewarding and positive as this year's.

NORTHERN VIRGINIA COMMUNITY COLLEGE - 3001 N. Beauregard Street, Alexandria, Va.

Career/Life Assessment Skills Series

(C.L.A.S.S.)

What is C.L.A.S.S.? It is a long title to describe a series of sessions that is being offered on the Alexandria Campus of NVCC with you in mind!

C.L.A.S.S. is designed to assist you in

- self assessment,
- career research,
- job seeking, and
- job satisfaction.

Each FREE session will be offered during College Hour, 12:30 - 2 p.m., on Tuesdays or Thursdays during the months of October and November in Room 322 in the main building, and on Tuesday evenings from 8 - 9:30 p.m. in the Counseling Center, Room 232, main building. Feel free to attend one or all of the sessions.

If you would like more information or are uncertain about which session would be best for you, please visit a counselor. Counselors are available on a walk-in or appointment basis from 8:30 a.m. to 8:00 p.m. daily in the Counseling Center on Level II.

Students and members of the community are all welcome to attend. See what C.L.A.S.S. is all about! No registration required!

Session 1 Your Unique Self
Session 2 Job Market Investigation
Session 3 Job Campaign Strategies
Session 4 Federal Employment Process
Session 5 Job Keeping/Revitalization

See other side for detailed descriptions...

Day sessions from 12:30 - 2 p.m. in Room 322.
Evening sessions from 8 - 9:30 p.m. in Room 232 - Counseling Center.

NO REGISTRATION NECESSARY!

Session 1 Your Unique Self

This session will assist you in discovering some of your key skills, abilities and interests and apply these to your possible career choices. Short inventories and interest tests will be completed during the session and other resources will be suggested for further investigation.

Tuesday, October 7	12:30 p.m.
Tuesday, October 14	8:00 p.m.
Thursday, November 6	12:30 p.m.

Session 2 Job Market Investigation

Learn what career resources are available to assist you in your career decision and job search. Use of directories, a career bibliography, informational interviews and NVCC Career Corner will be discussed. What career fields are expected to grow? Where are the job opportunities? Who are the potential employers? The answers to these and other questions will be examined in this session.

Tuesday, October 14	12:30 p.m.
Tuesday, October 21	8:00 p.m.
Thursday, November 13	12:30 p.m.

Session 3 Job Campaign Strategies

This session will focus primarily on career planning, informational interviewing techniques, traditional and non-traditional job hunting sources. The resume process and employment interviewing will be briefly discussed. A packet of useful job hunting information will be distributed to all participants.

Tuesday, October 21	12:30 p.m.
Tuesday, October 28	8:00 p.m.
Thursday, November 20	12:30 p.m.

Session 4 Federal Employment Process

This session will explain the function of the Office of Personnel Management (OPM), the testing and rating procedures, and the SF 171 form. Federal Government resources, non-traditional job hunting, and other employment sources will be reviewed. Helpful tips on completing your SF 171 will also be offered. Packets of information will be distributed to all participants.

Tuesday, October 28	12:30
Tuesday, November 11	8:00

Session 5 Job Keeping/Revitalization

This session will help you enhance your present position by dealing with personal behaviors and attitudes. The qualities that employers and employees seek to find in one another, creative stress, interpersonal communication, and techniques for getting ahead will all be examined during this session.

Tuesday, December 4	12:30 p.m.
Tuesday, November 18	8:00 p.m.

APPENDIX A

NVCC - Alexandria Campus - 3001 N. Beauregard St., Alexandria, Va.
Counseling Service - 323-4245

Career/Life Assessment Skills Series

(C.L.A.S.S.)

C.L.A.S.S. describes a series of sessions that is being offered on the Alexandria Campus of NVCC with you in mind!

C.L.A.S.S. is designed to assist you in:

- self assessment
- career research
- job seeking
- job satisfaction
- mid-life planning
- retirement strategies

Each FREE session will be offered during College Hour, 12:30 - 2 p.m., on Thursdays during the months of January, February and March in Room AA 172, and on Tuesday evenings from 8 - 9:30 p.m. in Room AA 172. Feel free to attend one or all of the sessions.

If you would like more information or are uncertain about which session would be best for you, please visit a counselor. Counselors are available on a walk-in basis from 8:30 a.m. to 8:00 p.m. daily in the Counseling Center on Level II.

Students and members of the community are all welcome to attend. See what C.L.A.S.S. is all about! No registration required!

Session 1	Your Unique Self
Session 2	Job Market Investigation
Session 3	Job Campaign Strategies
Session 4	Federal Employment Process
Session 5	Adult Academic Survival Skills
Session 6	Mid-Life Career Change
Session 7	Job-Keeping/Revitalization
Session 8	Pre-Retirement Planning

See other side for detailed descriptions...

Winter Quarter Schedule of C.L.A.S.S. Workshops

Day sessions Thursday from 12:30 - 2 p.m. in Room AA 172
Evening sessions Tuesday from 8 - 9:30 p.m. in Room AA 172

NO REGISTRATION NECESSARY!

Session 1 Your Unique Self

Discover what career life planning is all about plus look at your key skills and abilities and interests. Short inventories and interest tests will be completed during the session and other resources will be suggested for further investigation.

Thursday, January 22	12:30 p.m.
Tuesday, January 27	8:00 p.m.

Session 2 Job Market Investigation

Learn what career resources are available to assist you in your career decision and job search. Use of a career bibliography, informational interviews and NVCC Career Corner will be discussed. Jobs for the 80s will be reviewed in this session.

Thursday, January 29	12:30 p.m.
Tuesday, February 3	8:00 p.m.

Session 3 Job Campaign Strategies

Traditional and non-traditional job hunting sources including the resume process and employment interviewing will be the primary focus of this session. A packet of useful job hunting information will be distributed to all participants.

Thursday, February 5	12:30 p.m.
Tuesday, February 10	8:00 p.m.

Session 4 Federal Employment Process

The function of the Office of Personnel Management (OPM), the testing and rating procedures, and application process will be explained in this session. Helpful tips on completing your SF 171 will be reviewed.

Thursday, February 12	12:30 p.m.
Tuesday, February 17	8:00 p.m.

Session 5 Adult Academic Survival Skills

A five part series is offered during the winter quarter. See separate flier for dates and times.

Session 6 Mid-Life Career Change

Assess your motivation for career change and discuss different strategies for dealing with the mid-life slump.

Thursday, February 19	12:30 p.m.
Tuesday, February 24	8:00 p.m.

Session 7 Job-Keeping/Revitalization

Assess your present position and then review your career alternatives. Techniques for getting ahead on the job will be discussed during this session.

Thursday, February 26	12:30 p.m.
Tuesday, March 3	8:00 p.m.

Session 8 Pre-Retirement Planning

If you are winding down your career, consider what factors are crucial to a successful retirement. Financial and personal adjustment will be discussed in this session.

Thursday, March 5	12:30 p.m.
Tuesday, March 10	8:00 p.m.

NVCC - Alexandria Campus - 3001 N. Beauregard St., Alexandria, Va.
Counseling Service - 323-4245

Career/Life Assessment Skills Series

(C.L.A.S.S.)

C.L.A.S.S. describes a series of sessions that is being offered on the Alexandria Campus of NVCC with you in mind!

C.L.A.S.S. is designed to assist you in:

- self assessment
- career research
- job seeking
- job satisfaction
- mid-life planning
- retirement strategies

Each FREE session will be offered during College Hour, 12:30 - 2 p.m., on Thursdays during the months of April and May, in Room AA 172 (new wing), and on Tuesday evenings from 8 - 9:30 p.m. in Room AA 172. Feel free to attend one or all of the sessions.

If you would like more information or are uncertain about which session would be best for you, please visit a counselor. Counselors are available on a walk-in basis from 8:30 a.m. to 8:00 p.m. daily in the Counseling Center on Level II.

Students and members of the community are all welcome to attend. See what C.L.A.S.S. is all about! No registration required!

Session 1	Your Unique Self
Session 2	Job Market Investigation
Session 3	Job Campaign Strategies
Session 4	Federal Employment Process
Session 5	Adult Academic Survival Skills
Session 6	Mid-Life Career Change
Session 7	Job-Keeping/Revitalization
Session 8	Pre-Retirement Planning

See other side for detailed descriptions...

Spring Quarter Schedule of C.L.A.S.S. Workshops

Day sessions Thursday from 12:30 - 2 p.m. in Room AA 172
Evening sessions Tuesday from 8 - 9:30 p.m. in Room AA 172

NO REGISTRATION NECESSARY!

Session 1 Your Unique Self

Discover what career life planning is all about plus look at your key skills and abilities and interests. Short inventories and interest tests will be completed during the session and other resources will be suggested for further investigation.

Tuesday, April 14	8:00 p.m.
Thursday, April 16	12:30 p.m.

Session 2 Job Market Investigation

Learn what career resources are available to assist you in your career decision and job search. Use of a career bibliography, informational interviews and NVCC Career Corner will be discussed. Jobs for the 80s will be reviewed in this session.

Tuesday, April 21	8:00 p.m.
Thursday, April 23	12:30 p.m.

Session 3 Job Campaign Strategies

Traditional and non-traditional job hunting sources including the resume process and employment interviewing will be the primary focus of this session. A packet of useful job hunting information will be distributed to all participants.

Tuesday, April 28	8:00 p.m.
Thursday, April 30	12:30 p.m.

Session 4 Federal Employment Process

The function of the Office of Personnel Management (OPM), the testing and rating procedures, and application process will be explained in this session. Helpful tips on completing your SF 171 will be reviewed.

Tuesday, May 5	8:00 p.m.
Thursday, May 7	12:30 p.m.

Session 5 Adult Academic Survival Skills

A five part series is offered during the winter quarter. See separate flier for dates and times.

Session 6 Mid-Life Career Change

Assess your motivation for career and life change and discuss different strategies for dealing with adult transitions.

Tuesday, May 12	8:00 p.m.
Thursday, May 14	12:30 p.m.

Session 7 Job-Keeping/Revitalization

Assess your present position and then review your career/life alternatives. Techniques for getting ahead on the job will be discussed during this session.

Tuesday, May 19	8:00 p.m.
Thursday, May 21	12:30 p.m.

Session 8 Pre-Retirement Planning

BEFORE you wind down your career, consider what factors are crucial to a successful retirement. Financial and personal adjustment will be discussed in this session.

Tuesday, May 26	8:00 p.m.
Thursday, May 28	12:30 p.m.

Alexandria Counseling Service presents...

PASS
PROGRAM FOR
CADEMIC
URVIVAL
KILLS

Study Skills Workshops Spring Quarter 1981

Tuesdays:
12:30-2 pm AA 172

FREE!
NO REGISTRATION
NECESSARY

Apr. 7 Time Management

Setting priorities
Developing a schedule
Overcoming procrastination
Learning to follow your plan

Apr. 14 Techniques for Learning

Building concentration skills
Improving your memory
Spacing review sessions
Using mnemonic devices

Apr. 21 Note-Taking

Learning to listen
Understanding lecture styles
Developing good note-taking skills
Practicing your note-taking skills

Apr. 28 Test-Taking

Identifying types of tests
Preparing for various types of tests
Using test time effectively
Developing test-taking strategies

May 5 Test and Classroom Anxiety

Sharing your concerns
Learning to relax
Relieving anxiety during exams
Putting anxiety to good use

APPENDIX B

YOUR UNIQUE SELF

1. ADULT DEVELOPMENT: IMPLICATIONS FOR HIGHER EDUCATION. AAHE/ERIC, 1980.
2. THE ADULT LIFE CYCLE: TRAINER MANUAL/READER. Adult Life Resource Center, University of Kansas, 1978.
3. ANNUAL HANDBOOK FOR GROUP FACILITATORS. Jones and Pfeiffer. University Associates, 1977.
4. BETWEEN YOU AND YOU. The Paulist Press, 1979.
5. CAREER AND LIFE PLANNING: COLLEGE EDITION. Accelerated Development Press, 1976.
6. CAREER COUNSELING. Resnikoff. Brooks/Cole Publishing Company, 1978.
7. CAREER DEVELOPMENT: DESIGNING OUR CAREER MACHINES. The Carroll Press, 1979.
8. CAREER EDUCATION IN THE ACADEMIC CLASSROOM. Olympus Publishing Company, 1975.
9. CAREER EMPHASIS SERIES. Trabandt, Joan et. al. Olympus Publishing Company, 1977.
10. CAREER EXPLORATION WORKSHOPS FOR WOMEN. Adult Life Resource Center, University of Kansas, 1979.
11. CAREER GUIDANCE THROUGH THE LIFE SPAN. Little and Company, 1979.
12. CAREER VALUES CARD SORT. Career Research and Testing, Latest edition.
13. COMPETENT WOMEN. Irvington Press, 1980.
14. COMPREHENSIVE VIEW OF CAREER DEVELOPMENT. APGA, 1974.
15. COUNSELOR's GUIDE TO THE VOCATIONAL DECISION WORKBOOK. The Carroll Press, 1977.
16. THE CREATIVE JOURNAL: THE ART OF FINDING YOURSELF. Swallow Press, 1980.
17. DYNAMICS OF HUMAN RELATIONS IN VOCATIONAL EDUCATION: THE DEVELOPMENT OF SELF CONFIDENCE AND A SENSE OF MASTERY. The Carroll Press, 1979.

18. EXECUTIVE QUALITIES. Addison-Wesley Publishing Company, 1976.

19. FEELINGS: OUR VITAL SIGNS. Harper and Row, 1979.

20. GETTING SKILLED. E.P. Dutton, latest edition.

21. GIFTS DIFFERING. Isabel Briggs-Myers. Consulting Psychologists Press, 1980.

22. HOW TO RECOGNIZE YOUR ABILITIES. Council for Careet Planning, 1979.

23. HUMAN SEXUAL INADEQUACY. Bantam Books, 1970.

24. HUMAN SEXUAL RESPONSE. Bantam Books, 1966.

25. INTER/MEDIA: INTERPERSONAL COMMUNICATION IN A MEDIA WORLD. Oxford, 1979.

26. INCREASING YOUR SELF ESTEEM. Waveland Press, Inc., latest edition.

27. LET'S TALK: AN INTRODUCTION TO INTERPERSONAL COMMUNICATION. Scott, Foresman, Inc., 1980.

28. LIFE/CAREER WORKSHOP FOR MEN AND WOMEN. Adult Life Resource Center, University of Kansas, 1979.

29. LIFE CHOICES: HOW TO MAKE CRITICAL DECISIONS ABOUT YOUR EDUCATION, CAREER, MARRIAGE, FAMILY, AND LIFE STYLE. Thomas Y Crowell Publishers, 1978.

30. LIFE CYCLES. Center for Adult Development and Graduate School of Education, Rutgers University, New Brunswick, New Jersey, latest edition.

31. LIFE PLAN: SUCCESSFUL CAREER PLANNING. National Textbook Company, 1980.

32. LIFE WORK PLANNING. Kirn and Kirn. McGraw-Hill Book Company, 1978.

33. MAINSTREAMING GUIDEBOOK FOR VOCATIONAL EDUCATORS. Olympus Publishing Company, 1978.

34. MAKING VOCATIONAL CHOICES: A THEORY OF CAREERS. Holland, John L. Prentice-Hall Book Company, 1973.

35. MALE SEXUALITY. Bantam Books, 1978.

36. THE MEN'S CAREER BOOK: WORK AND LIFE PLANNING FOR A NEW AGE. Mitchell, Joyce Slayton. Bantam Books, 1979.

37. NEW LIFE OPTIONS. McGraw-Hill Book Company, 1976.

38. NICE GUYS FINISH FIRST. Morrow Publishers, 1979.

39. THE OVEREDUCATED AMERICAN. Academic Press, 1976.

40. PATH: A CAREER EXPLORATION WORKSHOP FOR LIBERAL ARTS STUDENTS. Figler, Howard. The Carroll Press, 1979.

41. PERSONAL VITALITY WORKBOOK: A PERSONAL INVENTORY AND PLANNING GUIDE. Addison-Wesley Publishing Company, 1977.

42. PERSPECTIVES ON COUNSELING ADULTS. Brooks/Cole Publishing Company, 1978.

43. THE PLEASURE BOND. Bantam Books, 1976.

44. PSYCHOLOGICAL GAINS THROUGH MATCHING A CAREER TO YOUR PERSONALITY. Redgold, 1978.

45. PSYCHOTHERAPY AND THE GROUP PROCESS. Aldine, 1964.

46. REALITY AND CAREER PLANNING. Addison-Wesley Publishing Company, 1977.

47. THE ROAD LESS TRAVELLED. Simon and Schuster, 1978.

48. SELF-EVALUATION CAREER GUIDE. Pilot Books, 1978.

49. SELF-MOTIVATED CAREER PLANNING. Institute for Personality and Ability Testing, latest edition.

50. SCRAMBLING. Elwood N. Chapman. Brooks/Cole Publishing Company, 1979.

51. SHIFTING GEARS: FINDING SECURITY IN A CHANGING WORLD. E.P. Dutton, 1974.

52. SKILLS IN LIFE/CAREER PLANNING. Brooks/Cole Publishing Company, 1979.

53. SOCIAL LEARNING AND CAREER DECISION MAKING. The Carroll Press, 1979.

54. SOLVING YOUR CAREER MYSTERY. Richards Rosen Press, 1975.

55. TAKE CHARGE OF YOUR OWN CAREER. The Book Annex, 1980.

56. TAKING CHARGE OF YOUR LIFE. Howe, Leland. Argus Communications, 1977.

57. THE THEORY AND PRACTICE OF GROUP PSYCHOTHERAPY. Basic, 1975.

58. THIS COULD BE YOUR LIFE. Todd & Honeywell, 1980.

59. THIS ISN'T QUITE WHAT I HAD IN MIND: A CAREER PLANNING PROGRAM FOR COLLEGE STUDENTS. Follett Publishing Company, 1978.

60. THREADS: A TAPESTRY OF SELF AND CAREER EXPLORATION. Kendall/Hunt Publishing Company, latest edition.

61. THE THREE BOXES OF LIFE. Richard Bolles. Ten Speed Press, latest edition.

62. THE TRUTH ABOUT YOU. Miller and Mattson. Revell Company, 1977.

63. UNDERSTANDING HUMAN SEXUAL INADEQUACY. Bantam Books, latest edition.

64. UP YOUR CAREER. Dean Dauw. Waveland Press, Inc., 1977.

65. VALUES CLARIFICATION. Simon, et. al. Hart Associates, latest edition.

66. VOCATIONAL DECISION WORKBOOK. The Carroll Press, 1977.

67. VOCATIONAL EDUCATION AND INSIGHT KIT. Consulting Psychologists Press, latest edition.

68. WELCOME TO THE REAL WORLD. Doubleday and Company, 1979.

69. WHAT COLOR IS YOUR PARACHUTE? Richard Bolles, Ten Speed Press, 1979.

70. WHERE DO I GO FROM HERE WITH MY LIFE? Crystal and Bolles, Ten Speed Press, 1978.

71. WOMANPOWER: A MANUAL FOR WORKSHOPS IN PERSONAL EFFECTIVENESS. The Carroll Press, 1977.

72. A WOMAN'S GUIDE TO CAREER PREPARATION: SCHOLARSHIPS, FELLOWSHIPS, GRANTS AND LOANS. Doubleday and Company, 1979.

73. YOUR CAREER: HOW TO PLAN IT, HOW TO MANAGE IT, HOW TO CHANGE IT. Buskirk, Richard. New American Library, 1977.

JOB MARKET INVESTIGATION

1. ALTERNATIVE CAREERS FOR TEACHERS. Independent Publishers, 1980.
2. BARRON'S GUIDE TO LAW SCHOOLS. Barron's Educational Series, 1980.
3. BARRON'S GUIDE TO MEDICAL, DENTAL AND ALLIED HEALTH SCIENCE CAREERS. Barron's Educational Series, 1980.
4. THE BOOK OF TRADES. Peter Smith Publishers, latest edition.
5. CAREER ALTERNATIVE: A GUIDE TO BUSINESS VENTURING. E.P. Dutton, 1979.
6. CAREER EDUCATION COOKBOOK. Learning Publications, 1979.
7. CAREER EDUCATION POTPOURRI. Learning Publications, 1980.
8. THE CAREER ENCYCLOPEDIA. Dow Jones-Irwin, 1980.
9. CAREER GUIDE TO PROFESSIONAL ASSOCIATIONS. The Carroll Press, 1980.
10. CAREERS: EIGHTY TO EIGHTY-ONE. Vitality Associates, 1980.
11. CAREERS IN FOREIGN LANGUAGES: A HANDBOOK. Regents Publishing Company, 1975.
12. CAREERS IN ORGANIZATIONS. Goodyear Publishing Company, 1976.
13. CAREERS TODAY: A GUIDE TO GOOD JOBS WITHOUT A DEGREE. Traplinger Publishing Company, 1977.
14. CAREERS TOMORROW. New American Library, 1979.
15. A CATALOG OF POSSIBILITIES: THE COMMUNITY CAREER EDUCATION RESOURCE CENTER. Superintendent of Documents, latest edition.
16. THE COMPLETE CAREER GUIDE. Simon and Schuster, 1980.
17. THE COMPLETE JOB BOOK. Cornerstone, 1980.
18. COUNSELING FOR CAREERS IN THE 1980's. S. Norman Feingold. Garrett Park Press, 1979.
19. DESIGN FOR CHANGE: A GUIDE TO NEW CAREERS. Watts, 1980.
20. DEVELOPING WOMEN MANAGERS: WHAT NEEDS TO BE DONE? AMACOM, 1978.
21. DIRECTORY OF COLLEGE RECRUITING PERSONNEL. College Placement Council, 1981.

22. A DIRECTORY OF UNDERGRADUATE INTERNSHIP PROGRAMS. The National Society for Internships and Experiential Education, 1980.

23. EARNING MONEY WITHOUT A JOB. Holt, Rinehart and Winston, 1979.

24. EXPLORING CAREERS. Government Printing Office, 1980.

25. EXPLORING CAREERS THROUGH PART TIME AND SUMMER EMPLOYMENT. Richards Rosen Press, 1977.

26. THE FUTURE FILE: A GUIDE FOR PEOPLE WITH ONE FOOT IN THE 21ST CENTURY. Learning Concepts, latest edition.

27. GETTING READY FOR THE WORLD OF WORK. McGraw-Hill Book Company, 1980.

28. GOOD WORKS: A GUIDE TO SOCIAL CHANGE CAREERS. Center for the Study of Responsive Law, 1980.

29. THE GOURMAN REPORT: A RATING OF GRADUATE AND PROFESSIONAL PROGRAMS IN AMERICAN AND INTERNATIONAL UNIVERSITIES. National Education Standards, 1980.

30. THE GOURMAN REPORT: A RATING OF UNDERGRADUATE PROGRAMS IN AMERICAN AND INTERNATIONAL UNIVERSITIES, National Education Standards, 1980.

31. GROWING: A WOMAN'S GUIDE TO CAREER SATISFACTION. CBI Publishing Company, 1980.

32. THE GUIDE TO CAREER EDUCATION. Muriel Lederer. The New York Times Book Company, latest edition.

33. HANDBOOK OF HEALTH CAREERS: A GUIDE TO EMPLOYMENT OPPORTUNITIES. Human Sciences Press, 1980.

34. THE HIDDEN JOB MARKET. Quadrangle Books, 1978.

35. HUMAN SERVICES: NEW CAREERS AND ROLES IN THE HELPING PROFESSIONS. Charles C. Thomas Publishing Company, 1978.

36. THE JOB CATALOG. Mail Order U.S.A., Washington, D.C. 1980.

37. JOBS 80-81. Berkley Publishing Company, 1980.

38. JOBS FOR WEEKENDS. Berkley Publishing Company, 1978.

39. LICENSED OCCUPATIONS IN VIRGINIA. Virginia Occupational Information Coordinating Committee, 1980.

40, THE 1980 NATIONAL DIRECTORY OF SUMMER INTERNSHIPS. NDSI, Career Planning Office, Haverford College, Pennsylvania.

41. NEW CATALYST CAREER BOOK. Simon and Schuster, 1980.

42. OCCUPATIONAL OUTLOOK HANDBOOK, Government Printing Office, 1980-81.

43. ONE HUNDRED THIRTY-TWO WAYS TO EARN A LIVING WITHOUT WORKING. St. Martin's Press, 1979.

44. POPULAR CAREERS. Skyview Publications, 1980.

45. PREPARING FOR WORK. Victor Books, 1980.

46. PROFESSIONALS AND PARAPROFESSIONALS. Human Sciences Press, 1978.

47. RECREATION AND LEISURE TIME CAREERS. Vocational Guidance Manuals, latest edition.

48. SUMMER JOB RESOURCE BOOK. Office of Career Counseling and Placement, College of St. Elizabeth, latest edition.

49. TECHNICIAN EDUCATION YEARBOOK. Prakken Publications, 1979.

50. TIME FOR NEW WAYS IN CAREERS AND EMPLOYMENT. B'nai B'rith Counseling Center, 1979.

51. THE TREES JOBS GROW ON. Wendover Press, 1980.

52. VOCATIONAL OPPORTUNITIES. Olympus Publishing Company, 1978.

53. VOCATIONAL-TECHNICAL PUBLIC SCHOOLS AND INSTITUTES IN THE UNITED STATES. Minnesota Scholarly Press, 1979.

54. WHERE THE JOBS ARE. Chilton Book Company, 1980.

55. WOMEN AND HEALTH CAREERS: A GUIDE FOR CAREER EXPLORATION. The Program on Women, Northwestern University, latest edition.

56. WOMEN IN LAW ENFORCEMENT. Charles C. Thomas Publishing Company, 1980.

57. WORK IN AMERICA: THE DECADE AHEAD. Work In America Institute, 1980.

58. WORKING FOR YOURSELF. Rodale Press Inc., 1978.

59. WORKING OUTSIDE: A CAREER AND SELF-EMPLOYMENT HANDBOOK. Harmony Publications, 1980.

60. THE YELLOW PAGES OF CAREERS. Interstate Printers and Publishers, Inc. 1977.

61. 1999 - THE WORLD OF TOMORROW. Learning Concepts, latest edition.

JOB CAMPAIGN STRATEGIES

1. BERNARD HALDANE ASSOCIATES JOB AND CAREER BUILDING: A STEP-BY-STEP APPROACH. Harper and Row, 1980.

2. BACK TO BUSINESS: A WOMAN'S GUIDE TO REENTERING THE JOB MARKET. New American Library, 1980.

3. THE BEST EVER HOW-TO-GET-A-JOB BOOK. Chilton Book Company, 1980.

4. CAREER PLANNING AND JOB HUNTING FOR TODAY'S STUDENT: THE NONJOB INTERVIEW APPROACH. Goodyear Publishing Company, 1978.

5. CHOOSING TO WORK: AN ACTION ORIENTED JOB-FINDING BOOK. Reston Publishing Company, Inc., 1979.

6. CIVIL SERVICE HANDBOOK. Arco Publishing Company, 1976.

7. THE COMPLETE BOOK OF JOB HUNTING, FINDING, CHANGING. Rainbow Collection, 1980.

8. THE COMPLETE JOB SEARCH HANDBOOK: ALL THE SKILLS YOU NEED TO GET ANY JOB AND HAVE A GOOD TIME DOING IT. Figler, Howard. Holt, Rinehart and Winston, 1979.

9. THE CREATIVE WAY TO FINDING THE BEST JOB FOR YOU. Future Shop, 1980.

10. DON'T USE A RESUME. Richard Lathrop. Ten Speed Press, latest edition.

11. EVERYTHING A WOMAN NEEDS TO KNOW TO GET PAID WHAT SHE'S WORTH. David McKay Publishers, latest edition.

12. THE EXECUTIVES GUIDE TO FINDING A SUPERIOR JOB. AMACOM, 1979.

13. FINDING A GOOD JOB YOU FEEL GOOD ABOUT. Argus Communications, 1977.

14. FINDING THE JOB YOU'VE ALWAYS WANTED. Wiley, 1980.

15. FIVE HUNDRED BACK TO WORK IDEAS FOR HOUSEWIVES. Macmillan, latest edition.

16. FROM KITCHEN TO CAREER: HOW ANY WOMAN CAN SKIP LOW LEVEL JOBS AND START IN THE MIDDLE OR AT THE TOP. Stein and Day, 1977.

17. GET HIRED. 13 WAYS TO GET A JOB. Doubleday and Company, 1978.

18. GETTING A BETTER JOB. McGraw-Hill Book Company, 1978.

19. GETTING YOURS. Avon Publications, 1976.

20. GO FOR IT: HOW TO GET YOUR FIRST GOOD JOB. Chronicle Books, 1979.

21. GO HIRE YOURSELF AN EMPLOYER! Richard K. Irish. Doubleday and Company, 1978.

22. HELP WANTED: EVERYTHING YOU NEED TO KNOW TO GET THE JOB YOU DESERVE. ETC Publications, 1980.

23. HOW TO BEAT THE EMPLOYMENT GAME: SECRETS OF THE PERSONNEL RECRUITERS. Library Service, latest edition.

24. HOW TO FIND A JOB. Barron's Educational Series, 1980.

25. HOW TO FIND A JOB: A WOMAN'S HANDBOOK. Jeffers-Carr Publications, 1980.

26. HOW TO FIND THE JOB YOU'VE ALWAYS WANTED. John Wiley & Sons, 1980.

27. HOW TO GET A BETTER JOB. E.P. Dutton, 1977.

28. HOW TO GET A BETTER JOB QUICKER. New American Library, 1980.

29. HOW TO GET A CAREER JOB. Exposition, 1978.

30. HOW TO GET A FAST START IN TODAY'S JOB MARKET. Prentice-Hall, 1980.

31. HOW TO GET HIRED FASTER, FOR MORE MONEY, WHETHER YOU ARE PRESENTLY WORKING OR NOT. Exponent, 1980.

32. HOW TO GET THE JOB THAT'S RIGHT FOR YOU. Dow Jones-Irwin, 1980.

33. HOW TO GET THE JOB YOU WANT AFTER 40. Pilot Books, latest edition.

34. HOW TO WRITE BETTER RESUMES. Barron's Educational Series, 1977.

35. JOB FUNCTIONAL PROFILE. Irvington Press, 1979.

36. THE JOB GAME: PLANNING TO WIN THE JOB THAT'S RIGHT FOR YOU. Prentice-Hall, 1980.

37. JOB HUNTER'S KIT. American Association of University Women, latest edition.

38. JOBSEARCH: THE COMPLETE MANUAL FOR JOB SEEKERS. AMACOM, 1979.

39. THE JOBSEEKER'S GUIDE: A WORKBOOK FOR IMPROVING YOUR CAREER SITUATION. Human Sciences Press, 1980.

40. MANAGER'S GUIDE TO SUCCESSFUL JOB HUNTING. McGraw-Hill Book Company, 1978.

41. MARKETING YOURSELF: THE CATALYST WOMEN'S GUIDE TO SUCCESSFUL RESUMES AND INTERVIEWS. Putnam Books, 1980.

42. MOVING UP QUICKLY: HOW TO USE EXECUTIVE JOB HUNTING TECHNIQUES TO LAND A BETTER JOB. Wiley, 1979.

43. 100 CAREERS: HOW TO PICK THE ONE THAT'S BEST FOR YOU. Prentice-Hall, 1977.

44. PATHS TO POWER: A WOMAN'S GUIDE FROM FIRST JOB TO TOP EXECUTIVE. Addison-Wesley Publishing Company, 1980.

45. THE PROFESSIONAL JOB CHANGING SYSTEM. Performance Dynamics, Inc., 1976.

46. THE PROFESSIONAL RESUME AND JOB SEARCH GUIDE. Prentice-Hall, Inc., 1980.

47. PUT YOUR DEGREE TO WORK. Norton, 1979.

48. A REALISTIC JOB SEARCH. McGraw-Hill Book Company, 1980.

49. THE RESUME WORKBOOK: A PERSONAL CAREER FILE FOR JOB APPLICATIONS. Carolyn Nutter. The Carroll Press, 1978.

50. SELLING YOURSELF: THE WAY TO A BETTER JOB. Prentice-Hall, 1979.

51. SELLING YOURSELF INTO THE RIGHT JOB. Follett Publishing Company, 1980.

52. SKILLS FOR SUCCESS. Morrow Publishers, 1979.

53. TWENTY EIGHT DAYS TO A BETTER JOB. E.P. Dutton, 1977.

54. WANT A JOB? GET SOME EXPERIENCE. WANT EXPERIENCE? GET A JOB. AMACOM, 1978.

55. WHY SHOULD I HIRE YOU? HOW TO GET THE JOB YOU REALLY WANT. Harcourt Brace, 1977.

56. THE WOMEN'S GUIDE TO REENTRY EMPLOYMENT. Minnesota Scholarly Press, 1979.

57. WORK EXPERIENCE HANDBOOK. Harper & Row, 1976.

58. WORKBOOK FOR PREPARING A HIGH INTENSITY RESUME. H. Ulrich Corporation, 1979.

59. Your First JOB: A STEP-BY-STEP APPROACH. Ulrich, 1980.

FEDERAL EMPLOYMENT PROCESS

1. THE FEDERAL EMPLOYMENT DIRECTORY. Federal Employment Directory Service, Bethesda, Maryland, 1980.

2. THE FEDERAL JOB LETTER. James Hawkins. Job listings published every two weeks.

3. THE FEDERAL RESEARCH SERVICE, 1980-81. Job listings published every two weeks.

4. THE FEDERAL YELLOW BOOK. A Washington Monitor Publication, 1980.

5. A GUIDE TO GOVERNMENT AND PUBLIC SERVICE EMPLOYMENT. Harvard University Press, 1978.

6. HOW TO GET A FEDERAL CIVIL SERVICE JOB AND ADVANCE YOUR CAREER. David E. Waelde. Garrett Park Press, latest edition.

7. POSITION-CLASSIFICATION STANDARDS MANUAL. Government Printing Office, 1980.

8. TAKE CHARGE OF YOUR OWN CAREER. Moore, Donna. 1979.

9. THE UNCLE SAM CONNECTION. A publication by James Hawkins, author of the Federal Job Letter, latest edition.

10. U.S. GOVERNMENT MANUAL. Superintendent of Documents, Government Printing Office, 1980.

ADULT ACADEMIC
AND PERSONAL SURVIVAL SKILLS

1. ABOUT TIME! A WOMAN'S GUIDE TO TIME MANAGEMENT. McGraw-Hill Book Company, 1981.

2. ADULT ASSESSMENT: A SOURCE BOOK OF TESTS AND MEASUREMENTS OF HUMAN BEHAVIOR. Charles C. Thomas Publishing Company, 1977.

3. ADULT BACCALAUREATE PROGRAMS. American Association of Higher Education, 1979.

4. ADULT FEMALE HUMAN BEING IN THE 1980'S: A HANDBOOK FOR LIFELONG EDUCATION. Michigan State University Press, 1980.

5. ADULT LEARNING, HIGHER EDUCATION AND THE ECONOMICS OF UNUSED CAPACITY. College Entrance Examination Board, latest edition.

6. ADULT PART-TIME STUDENTS AND THE C.I.C. UNIVERSITIES. Division of Continuing Education, University of Iowa, 1977.

7. AMERICAN TRADE SCHOOL DIRECTORY. Croner Publications, 1981.

8. BARRON's COMPACT GUIDE TO COLLEGE. Barron's Educational Series, 1978.

9. BARRON'S COMPACT GUIDE TO COLLEGE TRANSFER INFORMATION. Barron's Educational Series, 1979.

10. BARRON'S HANDBOOK OF AMERICAN COLLEGE FINANCIAL AID. Barron's Educational Series, 1979.

11. BARRON'S HANDBOOK OF JUNIOR AND COMMUNITY COLLEGE FINANCIAL AID. Barron's Educational Series, 1979.

12. BIBLIOGRAPHY ON NONTRADITIONAL LEARNING. Continuing Library Education Network and Exchange, 1978.

13. CAREER DEVELOPMENT NEEDS OF ADULTS. American Personnel and Guidance Association, latest edition.

14. CAREER EDUCATION AND REHABILITATION FOR THE MENTALLY HANDICAPPED. Charles C. Thomas Publishing Company, 1980.

15. COLLEGE DEGREES FOR ADULTS: A COMPREHENSIVE GUIDE TO OVER 120 PROGRAMS FEATURING OPTIONS FOR SELF-DIRECTED LEARNING, CREDIT FOR LEARNING THROUGH LIFE EXPERIENCES, OFF-CAMPUS LEARNING. Blaze and Nero. Beacon Press, 1979.

16. COLLEGE DEGREES THROUGH INDEPENDENT STUDIES: AN ALTERNATIVE APPROACH. Centaur Publications, 1978.

17. COLLEGE SURVIVAL KIT: 51 SURVIVAL STRATEGIES. Bantam Books, 1979.

18. COMPETENCY BASED GUIDANCE PROGRAM TRAINING MODULES. The National Center For Research in Vocational Education, 1980.

19. COUNSELING THE OLDER ADULT: A TRAINING MANUAL. USC Andrus Gerontology Center, 1978.

20. CREDIT BY EXAMINATION COMES OF AGE. College Board Publications, 1980.

21. CROSSROADS: A BACK TO SCHOOL CAREER GUIDE FOR ADULTS. The Carroll Press, 1979.

22. THE DIRECTORY OF OPPORTUNITIES FOR PRIOR LEARNING CREDIT. Cooperative Assessment of Experiential Learning, 1980.

23. THE DISABLED HOMEMAKER. Charles C. Thomas Publishing Company, 1980.

24. EFFECTIVE GROUPWORK: AN INTRODUCTION TO PRINCIPLE AND METHOD. Follett Publishing Company, latest edition.

25. EFFECTIVE TIME MANAGEMENT. Human Sciences Press, 1978.

26. FINANCIAL AIDS FOR HIGHER EDUCATION, 80-81 CATALOG. William C. Brown Publishing Company, 1980.

27. GETTING COLLEGE COURSE CREDIT BY EXAMINATION TO SAVE $$$. McGraw-Hill Book Company, 1979.

28. GETTING YOUR ACT TOGETHER: GOAL SETTING FOR FUN, HEALTH AND PROFIT. John Wiley & Sons, 1980.

29. GETTING ORGANIZED: TIME AND PAPERWORK. Warner Books, 1980.

30. GUIDE TO INDEPENDENT STUDY THROUGH CORRESPONDENCE INSTRUCTION. Peterson's Guide, 1980.

31. GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED FORCES. American Council on Education, 1980.

32. HOUR POWER: HOW TO HAVE MORE TIME FOR WORK AND PLAY. Dow Jones-Irwin, 1980.

33. JOB CLUB COUNSELOR'S MANUAL: A BEHAVIORAL APPROACH TO VOCATIONAL COUNSELING. University Park Press, 1980.

34. LEADER'S GUIDE TO BACK TO SCHOOL, BACK TO WORK. American Personnel and Guidance Association, 1973.

35. LIFELONG LEARNING DURING ADULTHOOD. College Entrance Examination Board, 1978.

36. MEASURING VOCATIONAL MATURITY FOR COUNSELING AND EVALUATION. American Personnel and Guidance Association, 1974.

37. MEMORY, RELATED FUNCTIONS, AND AGE. Charles C. Thomas Publishing Company, latest edition.

38. NATIONAL COLLEGE DATABANK. Peterson's Guides, 1979.

39. NATIONAL DIRECTORY OF PUBLIC ALTERNATIVE SCHOOLS. University of Massachusetts, latest edition.

40. ON CAMPUS/OFF CAMPUS DEGREE PROGRAMS FOR PART-TIME STUDENTS. National University Extension Association, 1976.

41. PLANNING YOUR COLLEGE EDUCATION. National Textbook Company, 1976.

42. SELF-CHANGE: STRATEGIES FOR SOLVING PERSONAL PROBLEMS. Norton Publications, 1979.

43. SHORT CUTS: THE FASTEST, CHEAPEST, MOST EFFICIENT WAY OF DOING ANYTHING. Bantam Books, 1980.

44. STUDY SKILLS FOR THOSE ADULTS RETURNING TO SCHOOL. McGraw-Hill Book Company, 1978.

45. SUCCESSFUL TIME MANAGEMENT AND LEADER'S GUIDE. Wiley, 1980.

46. THE T FACTOR. Playboy Books, 1981.

47. TEST-WISENESS: TEST-TAKING SKILLS FOR ADULTS. McGraw-Hill Book Company, 1978.

48. TIME IS MONEY: TESTED TACTICS THAT CONSERVE TIME FOR TOP EXECUTIVES. Free Press, 1978.

49. WOMEN RETURNING TO WORK. Allenheld Publications, 1980.

50. WOMAN TIME: PERSONAL TIME MANAGEMENT FOR WOMEN ONLY. Wyden Press, 1980.

MID-LIFE CAREER CHANGE

1. ACT II: THE MID-CAREER JOB CHANGE AND HOW TO MAKE IT. Baker, Nancy. Vanguard Press, latest edition.

2. AMERICANS IN TRANSITION: LIFE CHANGES AS REASONS FOR ADULT LEARNING. College Entrance Examination Board, 1980.

3. THE BIG SWITCH. Jones, Rochelle. McGraw-Hill Book Company, latest edition.

4. CAREER GUIDE FOR WOMEN IN THE EIGHTIES. Simon and Schuster, 1980.

5. CHANGING CAREERS AFTER 35. Hiesand, D.C. Columbia University Press, latest edition.

6. CHANGING PLACES. M.I.T. PRESS, 1979.

7. CREATE: A NEW MODEL FOR CAREER CHANGE. Adult Life Resource Center, University of Kansas, 1979.

8. DECADES: LIFESTYLE CHANGES IN CAREER EXPECTATIONS. AMACOM, 1980.

9. EXPAND YOUR LIFE. College Board Publications, latest edition.

10. FOR THE WOMAN OVER 50: A PRACTICAL GUIDE FOR A FULL AND VITAL LIFE. Taplinger Publishing Company, 1978.

11. FORTY MILLION AMERICANS IN CAREER TRANSITION: THE NEED FOR INFORMATION. Future Directions for a Learning Society, 1978.

12. THE GRAY ITCH: THE MALE METAPAUSE SYNDROME. Stein and Day Publishers, 1978.

13. HOLDING ON OR LETTING GO: MEN AND CAREER CHANGE AT MIDLIFE. Free Press, 1980.

14. THE INVENTURERS: EXCURSIONS IN LIFE AND CAREER RENEWAL. Addison-Wesley Publishing Company, 1978.

15. ISSUES AND CRISES DURING MIDDLESCENCE. Appleton-Century-Crofts, 1977.

16. LIFE AFTER YOUTH: FEMALE, FORTY - WHAT NEXT? Beacon Press, 1979.

17. LIVING WITH TECHNOLOGY: ISSUES AT MID-CAREER. MIT Press, 1980.

18. THE MALE MID-LIFE CRISIS: FRESH STARTS AFTER 40. Doubleday and Company, 1978.

19. MID-CAREER PERSPECTIVES: THE MIDDLE AGED AND OLDER POPULATION. Work In America Institute, 1980.

20. MID-LIFE CAREER CHANGE: A CONCEPT IN SEARCH OF REALITY. Arbeiter, Solomon. The College Board, latest edition.

21. NAVIGATING CAREER CHANGE. New Vista Publications, 1980.

22. OLDER WOMEN. Charles C. Thomas Publishing Company, 1980.

23. OVERCOMING EXECUTIVE MID-LIFE CRISIS. Figler, Homer. John Wiley and Sons, 1978.

24. OVERCOMING MID AND LATER CAREER CRISIS. AMACOM, 1978.

25. SEASONS OF A MAN'S LIFE. Ballantine Books, 1979.

26. SECOND CHANCE: HOW TO CHANGE YOUR CAREER IN MID-LIFE. Livesey, Herbert. New American Library, 1979.

27. SECOND SEASON: LIFE, LOVE AND SEX FOR WOMEN IN THE MIDDLE YEARS. Doubleday and Company, 1978.

28. STARTING A BUSINESS AFTER 50. Pilot Books, latest edition.

29. STARTING IN THE MIDDLE. Holt, Rinehart and Winston, 1979.

30 SUCCESSFUL MIDLIFE CAREER CHANGE: SELF-UNDERSTANDING AND STRATEGIES FOR ACTION. AMACOM, 1979.

31. TRANSFORMATIONS: GROWTH AND CHANGE IN ADULT LIFE. Simon and Schuster, 1978.

32. WHAT TO DO WITH THE REST OF YOUR LIFE. The Catalyst Career Guide for Women in the Eighties. Simon and Schuster, 1980.

33. WOMEN OF A CERTAIN AGE: THE MIDLIFE SEARCH FOR SELF. Harper and Row, 1979.

34. THE WOMEN'S GUIDE TO REENTRY EMPLOYMENT. Minnesota Scholarly Press, 1979.

JOB KEEPING AND REVITALIZATION

1. ADJUSTMENT TO WORK. Charles C. Thomas Publishing Company, 1973.

2. BURN OUT. Human Sciences Press, 1978.

3. CAREER KNOCKOUTS: HOW TO BATTLE BACK. Follett Publishing Company, 1980.

4. CAREER STRATEGIES. AMACOM, 1980.

5. CHANGING ATTITUDES TOWARD WORK. Work In America Institute, 1980.

6. COMING ALIVE FROM NINE TO FIVE. Mayfield Publications, 1979.

7. CONFRONTING NONPROMOTABILITY: HOW TO MANAGE A STALLED CAREER. AMACOM, 1977.

8. CORPORATE BIGAMY: HOW TO RESOLVE THE CONFLICT BETWEEN CAREER AND FAMILY. Morrow Publishers, 1980.

9. FINDING CAREER ALTERNATIVES FOR TEACHERS. Apple Publications, 1979.

10. THE GREAT ESCAPE FROM YOUR DEAD END JOB. Follett Publishing Company, 1980.

11. HANDBOOK OF VERBAL GROUP EXERCISES AND NONVERBAL GROUP EXERCISES. Learning Concepts, 1978.

12. HOW TO CHOOSE, CHANGE, ADVANCE YOUR CAREER. Barron's, 1980.

13. HOW TO WORK FOR A LIVING AND LIKE IT: A CAREER PLANNING WORKBOOK. Addison-Wesley Publishing Company, 1977.

14. IF THINGS DON'T IMPROVE SOON, I'M GOING TO ASK YOU TO FIRE ME. Doubleday and Company, 1975.

15. JOB STRESS. Fred Pryor Seminars, latest edition.

16. JOBKEEPING: A HIRELING'S SURVIVAL MANUAL. Chilton Book Company, 1976.

17. JOBSMANSHIP: HOW TO GET AHEAD BY "PSYCHING OUT" YOUR BOSS AND COWORKERS. Macmillan Publishing Company, 1979.

18. LIFE STRESS. Doubleday and Company, 1979.

19. MANUAL FOR WORKING WOMEN (THE CAREER DEVELOPMENT SEMINAR FOR WOMEN OFFICE WORKERS). The National Commission on Working Women, latest edition.

20. NETWORKING: THE GREAT NEW WAY FOR WOMEN TO GET AHEAD. Harcourt-Brace, 1980.

21. NEW PATTERNS OF WORK. Work in America Institute, 1980.

22. OCCUPATIONAL STRESS AND PRODUCTIVITY. Work In America Institute, 1980.

23. PROFESSIONALS IN SEARCH OF WORK: COPING WITH THE STRESS OF JOB LOSS AND UNEMPLOYMENT. John Wiley and Sons, 1981.

24. QUITTING: THE ART AND SCIENCE OF KNOWING WHEN TO LEAVE. Walker and Company, 1980.

25. REDESIGNING WORK: A STRATEGY FOR CHANGE: Work In America Institute, 1980.

26. STRESS POWER. Human Sciences Press, 1978.

27. THE SUCCESS FANTASY. Victor Books, 1980.

28. THINK LIKE A MAN, ACT LIKE A WOMAN, WORK LIKE A DOG. Doubleday and Company, 1979.

29. THE TWO CAREER COUPLE. Addison-Wesley Publishing Company, 1979.

30. THE TWO PAYCHECK MARRIAGE: HOW WOMEN AT WORK ARE CHANGING LIFE IN AMERICA. Rawson Wade, 1979.

31. UNDERSTANDING JOB SATISFACTION. Halsted Press, 1975.

32. WHEN APPLES AREN'T ENOUGH. Jalmar Press, 1980.

33. WORKER ALIENATION. Work In America Institute, 1980.

34. WORKING LESS BUT ENJOYING IT MORE: A GUIDE TO SPLITTING AND SHARING YOUR JOB. New Ways to Work, 1979.

PRE-RETIREMENT PLANNING

1. ADULTHOOD AND AGING. John Wiley & Sons, 1979.
2. AGING IS NOT FOR SISSIES. Westminister Press, 1976.
3. ALIVE AND AWARE. Interpersonal Communications, 1979.
4. BEGINNING THE REST OF YOUR LIFE: A GUIDE TO AN ACTIVE RETIREMENT. A.S. Barnes, 1981.
5. THE CHANGING RETIREMENT SCENE. USC Andrus Gerontology Center, 1978.
6. THE COMPLETE RETIREMENT PLANNING BOOK. E.P. Dutton, 1976.
7. COUNSELING THE AGED. American Personnel and Guidance Association, latest edition.
8. DAILY NEEDS AND INTERESTS OF OLDER PEOPLE. Charles C. Thomas Publishing Company, 1976.
9. A DIRECTORY OF RESOURCES FOR AGING, GERONTOLOGY AND RETIREMENT. Minnesota Scholarly Press, 1979.
10. EDUCATION FOR AGING BIBLIOGRAPHY. Center of Adult Continuing Education, Montclair State College, 1977.
11. EDUCATION FOR RETIREMENT: A BIBLIOGRAPHY. Institute of Gerontology, Wayne State University, 1978.
12. EFFECTIVE USE OF OLDER WORKERS. Arno, 1980.
13. FROM THIRTY TO SEVENTY. Jossey-Bass, 1974.
14. FINDING A JOB: A RESOURCE BOOK FOR THE MIDDLE-AGED AND RETIRED. Adelphi University Press, 1978.
15. THE GRAYING OF AMERICA: RETIREMENT AND WHY YOU CAN'T AFFORD IT. Dial Press, 1980.
16. THE GRAYING OF WORKING AMERICA: THE COMING CRISIS IN RETIREMENT-AGE POLICY. Free Press, 1979.
17. A HANDBOOK FOR CONDUCTING WORKSHOPS ON THE COUNSELING NEEDS OF THE ELDERLY. American Personnel and Guidance Association, 1979.

18. HOW TO RETIRE SUCCESSFULLY. Ashton, Shirley. Sterling Press, 1977.

19. HOW TO START A PROFITABLE RETIREMENT BUSINESS. Pilot Books, latest edition.

20. THE IDEAL LIFE: FIFTY AND OVER. Ideals Publication, 1980.

21. IT TAKES A LONG TIME TO BECOME YOUNG: AN ENTERTAINMENT IN THE FORM OF A DECLARATION OF WAR ON THE MINDLESS YOUTH CULT THAT HAS OUR TIME IN ITS GRIP. Berkley Publications, 1979.

22. LEISURE COUNSELING TECHNIQUES. Constructive Leisure, latest edition.

23. LIFE PLANS: LOOKING FORWARD TO RETIREMENT. Holt, Rinehart and Winston, 1979.

24. LIFE'S SECOND HALF: THE PLEASURES OF AGING. Devin-Adair Company, 1978.

25. LIVING LONGER AND LOVING IT. Hammond, Inc., 1979.

26. MANAGING YOUR MONEY IN RETIREMENT. David and Charles Publication, 1980.

27. MANDATORY RETIREMENT AND AGE DISCRIMINATION RULES WITH EXPLANATION AND STATE SURVEY. Commerce Publications, 1978.

28. MILITARY RETIREES. Schenkman Press, 1980.

29. MORE MONEY FOR YOUR RETIREMENT. Harper & Row, 1980.

30. OLDER WORKERS AND RETIREMENT. The Conference Board, 1978.

31. OVER FIFTY: THE DEFINITIVE GUIDE TO RETIREMENT. Chilton Book Company, 1979.

32. OVER 55 IS NOT ILLEGAL: A RESOURCE BOOK FOR ACTIVE OLDER PEOPLE. Houghton Mifflin Company, 1979.

33. PREPARING FOR RETIREMENT. University of Michigan Press, 1979.

34. PREPARING FOR YOUR RETIREMENT YEARS: A QUESTION AND ANSWER GUIDE SHOWING HOW TO ACHIEVE INDEPENDENCE BY PROPERLY PLANNING FOR RETIREMENT. Pilot Books, 1979.

35. PREPARING FOR RETIREMENT: TRAINER'S KIT. University Associates, 1980.

36. THE PRERETIREMENT PLANNER. Lifetime Learning Publications, 1979.

37. PRIME TIME: A GUIDE TO THE PLEASURES AND OPPORTUNITIES OF THE NEW MIDDLE AGE. Stein and Day, 1975.

38. PSYCHOLOGY OF LEISURE: RESEARCH APPROACHES TO THE STUDY OF LEISURE. Charles C. Thomas, 1978.

39. QUALITY OF LIFE IN OLDER PERSONS. Human Sciences Press, 1980.

40. READY OR NOT. Walker and Company, 1977.

41. REHEARSE BEFORE YOU RETIRE. Retirement Research, 1977.

42. THE RETIREMENT BOOK: A COMPLETE EARLY PLANNING GUIDE TO FINANCES, NEW ACTIVITIES, AND WHERE TO LIVE. Morrow, 1978.

43. RETIREMENT: COPING WITH EMOTIONAL UPHEAVALS. Nelson-Hall, Inc., 1979.

44. RETIREMENT: CREATING PROMISE OUT OF THREAT. AMACOM, 1979.

45. RETIREMENT DIRECTORY. Wilderness Press, 1980.

46. THE RETIREMENT HANDBOOK: A COMPLETE GUIDE TO PLANNING YOUR FUTURE. Harper and Row, 1977.

47. RETIREMENT PREPARATION IN HIGHER EDUCATION: A STUDY OF COUNSELING AND INFORMATION PROGRAMS. Teachers Insurance and Annuities, 1978.

48. RETIREMENT REHEARSAL GUIDEBOOK. Retirement Research, 1980.

49. THE RETIREMENT THREAT. G.K. Hall, 1978.

50. RIGHTS OF THE ELDERLY AND RETIRED: A PEOPLES' HANDBOOK. Cragmont Publications, 1979.

51. SOCIAL SECURITY AND PENSIONS IN TRANSITION: UNDERSTANDING THE AMERICAN RETIREMENT SYSTEM. Free Press, 1980.

52. SUCCESSFUL AGING. G.K. Hall, 1977.

53. TEACHING UNDERGRADUATE COURSES IN ADULT DEVELOPMENT AND AGING. Beech Hill Enterprises, 1979.

54. THE TRIUMPH OF AGE: HOW TO FEEL YOUNG AND HAPPY IN RETIREMENT. Follett Publishing Company, 1979.

55. WORK/LIFE COUNSELING FOR OLDER PEOPLE. American Personnel and Guidance Association, latest edition.

56. WORK AND RETIREMENT: POLICY ISSUES. USC Andrus Gerontology Center, 1980.

57. YOU ARE NEVER TOO OLD TO LEARN. McGraw-Hill Book Company, 1978.

58. YOUNG PROGRAMS FOR OLDER WORKERS. Work In American Institute, 1980.

SUBSCRIPTIONS

1. THE ADULT EDUCATION CLEARINGHOUSE NEWSLETTER. Montclair State College.
2. THE CAM REPORT. Priam Publications.
3. THE COLLEGE BOARD REVIEW.
4. NATIONAL CENTER FOR EDUCATIONAL BROKERING NEWSLETTER.
5. NEW WAYS TO WORK NEWSLETTER. New Ways to Work Publishers.
6. NEWSLETTER ABOUT LIFE/WORK PLANNING. Richard Bolles.
7. SALARY SURVEY. College Placement Council.
8. WORKING PRESS OF THE NATION (INTERNAL PUBLICATIONS).

APPENDIX C

NEWS RELEASE

NORTHERN VIRGINIA COMMUNITY COLLEGE

SPECIAL TO THE PORT PACKET

FOR IMMEDIATE RELEASE
APRIL 16, 1981

CONTACT: HARRIET PASSARELLI
PHONE: 703/323-4222

NVCC CLASS GIVES CLASS TO CAREERS

Elizabeth Pittard is an Alexandria homemaker who wants to get back in the work force. She'd been a teacher before her children were born, but didn't want to return to the field. So she got some CLASS.

A 42 year old government worker hates the bureaucracy. He's been in federal service for six years and wants to make the change to private industry smoothly. He got some CLASS.

Each week, students deciding on professions, workers changing jobs mid-life, retirees seeking second careers and others go to Northern Virginia Community College's Alexandria Campus to get some CLASS: Career Life Assessment Skills Series. The series probes interests, today's job market and the how-tos of selling yourself in a desired field. Best of all, the sessions are free!

NVCC counselor Bernadette Curtin is co-director of the eight workshops. She says they demystify the whole career planning approach. Sessions are held both days and evenings to accommodate anyone who'd like to attend. No registration is necessary and you can go to one or all of the series. Why participate? Curtin explains: "You're not in a box. People are very unhappy when they feel they have no options.

(more)

public relations office, 8333 little river turnpike, annandale, virginia 22003, telephone 703/323-3107

Hopefully, CLASS can put the responsibility back in their hands and open their eyes to what's out there."

Let's talk about Elizabeth Pittard again. Wife of a minister, she's ready to return to work but not to the discipline problems of today's classroom. She's got a math background, but what to do with it? Enter, CLASS.

"I heard about the series from the YMCA and have recommended it to friends. It helped me verbalize my thoughts. I learned alot of things about myself, that I'd like to work on my own on short projects probably around the home while my children are young. Another thing: I'd rather take a lower paying job than commute. My last job was 30 miles away!"

Her solution: math tutoring and tax work. Curtin says, "Resumes and technicalities are not that important. People think they are. How can you write a resume when you don't even know what the career planning process is, know about yourself and the world of work?"

Our 42 year old government employee, who prefers to remain anonymous for job security reasons, took the whole CLASS. He knew what he didn't like about his present job, knew what he wanted to do, but just didn't know specifically how to pursue those new goals. He says, "CLASS helped me realize that alot of work has to be done to get into my desired field. I've attended courses like this before that I've paid for and they haven't been as good. NVCC gave handout material that was very helpful. You could take it home and do more work on it."

Curtin claims these are not exceptional cases. "Anyone can

benefit: the woman who's considering a first career, the man who's bored or frustrated in his present job. In addition to new career options, one of the sessions deals with job revitalization. Some people take CLASS and decide they're happy where they are, but they have the background then to make that conscious decision."

CLASS continues throughout spring and will restart in the fall. Day sessions are held Thursdays from 12:30 to 2 p.m.; evening sessions, Tuesdays from 8 to 9:30 p.m. All workshops are held in Rm. 172 of the main building, NVCC's Alexandria Campus. Just show up. Sessions remaining this quarter deal with job campaign strategies, the federal employment process. adult academic survival skills, mid-life career changes, job-keeping/revitalization and pre-retirement planning. For more information, call NVCC Counseling at 323-4245.

###

THE CAREER CENTER
NORTHERN VIRGINIA COMMUNITY COLLEGE
ALEXANDRIA CAMPUS

The Career Center has an excellent selection of materials to help you make decisions in career and life planning. A Career Guide follows to help you find materials easily and quickly. It is arranged by STEPS which correspond to different levels of career-life planning. Browse through the Guide, find the STEP you are at now, and refer to the Shelf number where those materials are located.

If you need information on four year colleges and universities, go to the Transfer Guide located on the opposite end of the bookshelf.

STEP 1

CHOOSING CAREER OPTIONS

If you have not decided on a career or are contemplating a career change, there are a number of self-help workbooks

Display Shelf

to aid you in reaching a decision. Check the publications labeled "Career Development Workbooks" on the Display Shelf located next to the reception desk in Counseling.

Shelf #1

Similar workbooks can be found on Shelf #1.

Step 1

Choosing Career Options

Another tool is the Occupational View Deck which integrates your temperament, interests, educational level,

Shelf #11

and physical limitations and matches those with appropriate careers and related fields. Directions are included in the manual.

Because of the changing role of women, many recent publications and workbooks focus on the career development

Shelf #10

of women. These are located on Shelf #10. If your interests are in this area, you should review "Women's

Display Shelf

Work," a magazine for working women and "Mademoiselle's College and Career Articles." Both publications are located on the Display Shelf.

STEP 2

EXPLORING CAREERS

Once you have compiled a list of possible career options, you may want further information concerning employment projections and other data. Check Career References and Encyclopedias on Shelf #2. Three excellent sources are the Guide to Occupational Exploration, the Occupational

Shelf #2

Outlook Handbook, and Occupational Projections and Training Data. A brief description of each occupation is followed by an explanation of the qualifications necessary for employment, the geographical locations of most positions, and expected earnings. This is usually followed by a summary of related occupations which you may want to investigate.

Step 2

Exploring Careers

STEP 2
(cont'd)

Shelf #5

Shelf #25, #26

The Professional Careers Kit, the Chronicle Guidance Occupational Briefs, and the Career Information Center Directories are good supplemental resources to use with Career References and Encyclopedias. These are located on Shelf #5. There is also a good selection of books on individual careers on Shelves #25 and #26.

Shelf #3, #4

Shelf #6

If you are researching a career in Health or related areas, in the Arts, Humanities, and Social Science fields, or in Law, check Shelves #3 and #4 for publications in each area. In addition, films on service occupations, e.g., education, social work, government service, are located on Shelf #6.

Step 2

Exploring Careers

Display Shelf

Two other resources to check are the Occupational Outlook Quarterly and Career World Magazine. Both publications are located on the Display Shelf.

Career Pamphlet File

Be sure to check the Career Pamphlet File located next to the reception desk. It contains an extensive file of information on individual careers, arranged in alphabetical order.

STEP 3

THE JOB SEARCH

Display Shelf

Shelf #7

There is an excellent collection of resources on job search and strategy techniques located on the Display Shelf. These included step by step guides on conducting the search, including resume writing and interviewing techniques. (Check Shelf #7 for workbooks on resume writing only and supplemental resources). Employment directories are also available which list organizations and the types of positions they are seeking to fill. You will also find directories listing training programs that are available for professionals across the country and the qualifications necessary for acceptance. Check Shelf #7 for these and many other excellent publications.

Step 3

Job Search

STEP 3
(cont'd)

Library Circulation Desk

In addition, check the Federal Job Letter and Federal Job Opportunities bulletin if you are interested in working for the Federal government. Both are published every two weeks and list up to date announcements of available positions. They are kept on Reserve at the circulation desk of the library.

Step 3

Job Search

Display Shelf

For general interest, review the "Journal of College Placement" for further tips on the job search.

STEP 4

MID-LIFE CAREER CHANGE

Display Shelf

For those who have established a career but are contemplating a change, check the publications in the center of the Display Shelf. They will help you understand the kinds of career and life changes people go through and to evaluate your own needs for change.

Step 4

Mid-Life Career Change

STEP 5

JOB KEEPING AND REVITALIZATION

Display Shelf

For those who have established a career but who are experiencing feelings of "burn out" or "job stress," check the publications in the center of the Display Shelf. They will help you to evaluate your present job situation and to remain effective in it while trying to breathe new life into it.

Step 5

Job Keeping and Revitalization

STEP 6

RETIREMENT/PRE-RETIREMENT

Shelf #9

For those wanting help looking at the important issues involved in planning for retirement, check Shelf #9 for guidelines on how to get started with the process.

Step 6

Retirement

STEP 7

ADULT ACADEMIC AND
PERSONAL SURVIVAL SKILLS

Step 7

Survival Skills

Shelf #12

Deals with issues covering all phases of adult development including survival skills necessary for adults returning to school.

GUIDE TO TRANSFER INFORMATION

The Career Center contains a complete and up-to-date collection of books on undergraduate colleges and universities in the United States. Publications include information on every aspect of college life from percentages of men and women to minimum SAT scores. Check the Shelf listings below to locate material you are looking for.

1. NARRATIVE DESCRIPTIONS OF UNDERGRADUATE COLLEGES AND UNIVERSITIES (Tuition, indexes of majors, deadlines, SAT scores, etc.).....Shelf #12 #15 #16

2. THE COLLEGE SUGGESTOR
   A do-it-yourself exercise where you chose the characteristics of your ideal college and find out which colleges in the United States match those criteria.....Shelf #16

3. NARRATIVE DESCRIPTIONS OF VOCATIONAL TECHNICAL SCHOOLS.....Shelf #13

4. CLEP INFORMATION AND STUDY GUIDES.....Shelf #17

5. TRANSFER GUIDES FOR VIRGINIA, MARYLAND AND D.C. SCHOOLS.....Shelf #17

6. BARRON'S COLLEGE PROFILE IN DEPTH SERIES.....Shelf #18

7. FINANCIAL AID MATERIALS (Scholarships, Fellowships, Grants and Loans).....Shelf #19

8. NARRATIVE DESCRIPTIONS OF GRADUATE SCHOOLS.....Shelf #19

9. EXTERNAL DEGREES - NON-TRADITIONAL EDUCATION.....Shelf #20

10. GED STUDY GUIDES.....Shelf #20

11. SELF-STUDY TEST GUIDES.....Shelf #21 #22

12. STUDY ABROAD.....Shelf #21

13. VOCATIONAL GUIDANCE QUARTERLY.....Shelf #23

14. MONTHLY LABOR REVIEW.....Shelf #24

(cont'd.)

The Career Center also contains a limited number of paperback college catalogs from schools across the United States. However, a complete collection (over 2100 colleges) is kept on microfiche. Colleges are indexed alphabetically. If you need help in using the index, ask for the Counseling assistant.

The latest editions of college catalogs from Virginia, Maryland and D.C. are kept inside the counseling office. If you wish to borrow one of these, ask the receptionist. They cannot be taken out of the Counseling Suite.

APPENDIX E

EVALUATION

Title of Workshop _____

Date _____

1. Was this workshop helpful to you?

   Yes_____ Somewhat_____ No_____

2. Would you recommend this workshop to a friend?

   Yes _____ No _____

3. How well did the workshop conform to your expectations?

   Not well 1 2 3 4 5 Quite well

4. Did you find the content information presented helpful?

   Not helpful 1 2 3 4 5 Very helpful

5. Are there any things that you intend to try as a result of the workshop?

6. What suggestions do you have for improving future workshops?

An invitation is extended to the Student Services staff of NVCC and to the faculty and staff of the Alexandria Campus to join the Alexandria Counseling Service for two professional development sessions.

Please use the reservation sheet to let us know whether you plan to attend one or both programs.

These Professional Development Opportunities have been planned by the Alexandria Counseling Service as part of a grant from Virginia Vocational Guidance Programs entitled "Career Life Assessment Skills Series (CLASS): A Program to Meet Adult Developmental Needs."

Eight topics are addressed in CLASS through:

- workshops offered during the day and evening
- self-instructional booklets
- audio-visual materials
- supplemental printed material

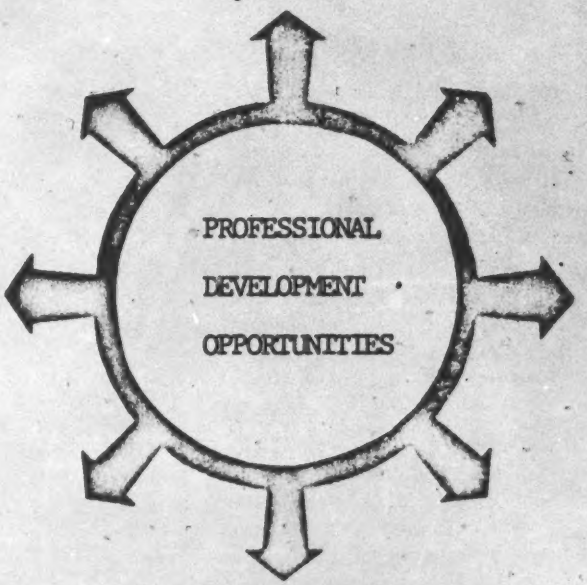
Topic areas:

1) Your Unique Self
2) Job Market Investigation
3) Job Campaign Strategies
4) The Federal Employment Process
5) Academic Survival Skills
6) Mid-Life and Career Transitions
7) Job Keeping and Revitalization
8) Pre-Retirement Planning

If you would like more information on the CLASS program, please contact Bernadette Curtin or Fred Hecklinger, project directors.

NORTHERN VIRGINIA COMMUNITY COLLEGE

The Alexandria Counseling Service
through a grant from
Virginia Vocational Guidance Programs
presents



Turning Job Burn-Out
into Self-Renewal

April 29

Transitions in Adult Life

May 13

TURNING JOB BURN-OUT INTO SELF-RENEWAL

Wednesday, April 29, 1981

10:30 a.m., AA 170

DR. SUZANNE HOWARD
Educational Consultant

Dr. Howard's presentation should lead to a better understanding of the job burn-out syndrome and how it impacts on your physical and emotional health, on your personal relationships, and on your job performance. She will also share some strategies for enhancing your professional career.

Dr. Howard is an educational consultant from Alexandria. She is an author and program developer with special expertise in the areas of sex equity assistance, research, leadership training, and career planning. She was formerly with the American Association of University Women as assistant director of programs for education.

TRANSITIONS IN ADULT LIFE

Wednesday, May 13, 1981

10:30 a.m., AA 170

DR. NANCY K. SCHLOSSBERG
Professor of Counselor Education
University of Maryland-College Park

Key adult developmental theories will be examined in relation to changes faced by adults. The process of adaptation to transition and coping strategies will also be discussed.

Dr. Schlossberg is a well-known adult theorist and practioner in the counseling field. She has co-authored Perspectives on Counseling Adults: Issues and Skills which is used as a text in many counselor education programs. In addition, whe has published articles in Vocational Guidance Quarterly and American Vocational Journal on adult-related issues. Dr. Schlossberg is a sought-after speaker on the topic she will present.

CLIP HERE

NAME: _____

DIVISION OR OFFICE: _____

CAMPUS: _____

I will attend: ___ Turning Job Burn-Out into Self-Renewal

___ Transitions in Adult Life

Please return by April 22 to: Bernadette Curtin or Becky Gates
Counseling, Alexandria Campus

What is CLASS?

Career
Life
Assessment
Skills
Series

CLASS is a series of workshops on topics designed to help adults to make life and career planning decisions. These workshops are offered fall, winter and spring quarters at the Alexandria Campus of Northern Virginia Community College during the day and evening.

CLASS is also a series of self-instructional units on the same topics as the workshops. If you cannot attend one of the workshops, come to the counseling service at the Alexandria Campus in order to begin one or more of these self-instructional units.

CLASS is also a community service. If you would like to have one or more workshops offered for your group or community organization, please contact one of the program directors.

Must the sessions be taken in order?

It is not necessary to take the sessions in order. Simply attend those that are of interest to you.

What are the topics?

CLASS consists of eight workshops or self-instructional units. The topics covered are as follows:

Session One: YOUR UNIQUE SELF

This session helps you to look at your interests, skills, values, work values, and lifestyle preferences.

Session Two: JOB MARKET INVESTIGATION

This session helps you to research careers, to identify possible new careers that may interest you, and to make effective decisions.

Session Three: JOB CAMPAIGN STRATEGIES

This session helps you learn how to find a job, to know how to handle an interview, to write a resume, and to conduct an effective job search.

Session Four: THE FEDERAL EMPLOYMENT PROCESS

This session helps you to understand the federal employment process and outlines the best ways to look for a job with the federal government. Helpful tips on completing your SF-171 will be reviewed.

Session Five: ACADEMIC SURVIVAL SKILLS

This session helps you to deal with some of the learning skills needed to be successful when you return to school.

Session Six: MID-LIFE AND CAREER TRANSITIONS

This session helps you to understand what kinds of career and life changes people go through and to evaluate your own needs for change.

Session Seven: JOB-KEEPING AND REVITALIZATION

This session helps you to maintain your effectiveness and interest in your current job and suggests ways that you can breathe new life into your job.

Session Eight: PRE-RETIREMENT PLANNING

This session helps you to look at the important issues involved in planning for your retirement and gives you guidelines on how to get started with this process.

What is the cost?

CLASS is offered to the public free of charge as a community service by the Counseling Services of the Alexandria Campus, Northern Virginia Community College.

Who is eligible to attend?

Anyone who is interested may attend any of the workshops. There are no age or residency requirements.

Who is CLASS designed to help?

CLASS is designed to address the special needs of adults, to help them to increase their job-seeking and job-holding skills, to deal with important life and career transitions, to make effective decisions based on self-assessment and job market information, to adjust to the educational process, and to make long-range plans prior to retirement.

If you would like a CLASS schedule for the quarter or are interested in any aspect of CLASS, please contact one of the program directors:

Bernadette Curtin Fred Hecklinger
323-4245 or 323-4218

NVCC
Alexandria Campus
3001 N. Beauregard Street
Alexandria, Virginia 22311

NORTHERN VIRGINIA COMMUNITY COLLEGE
ALEXANDRIA CAMPUS, 3001 NORTH BEAUREGARD STREET
ALEXANDRIA, VIRGINIA 22311

APR 02 1982

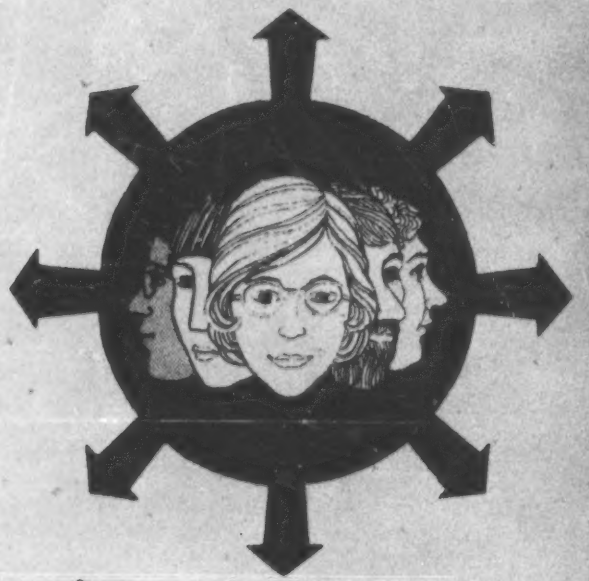
ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

virginia community college system
an equal opportunity/affirmative action institution

APPENDIX G

CLASS

Career Life Assessment Skills Series



A Program To Meet Adult Developmental Needs

NORTHERN VIRGINIA COMMUNITY COLLEGE